

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology and Support

Section/Unit: Asset Services Section
Specialized Transportation (5310) Unit

Schedule Use: Department Wide

Schedule No.: 94-0024

Admin. Chg. Date: 10-15-97

Record Series Title: VEHICLE COST AND USE REPORT FILES

Description: Documents relating to monitoring the use of vehicles.

Included are: Monthly Program Monitoring Report - Section 5310 and Monthly Utilization and Cost Data Report.

File Arrangement: By organization name.

Retention/Disposition Instructions:

Cut off files at end of each fiscal year as follows:

1) ASSET SERVICES SECTION

Hold in current files area for 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONAL ENTITIES

Maintain in current files area until all audits have been completed, program questions have been answered and longer needed for reference, then destroy.

Confidential: No - Open Record

Supersedes: 94-0024 (8/23/94)

97-258
(a:94-0024)

970922-04

STATE RECORDS COMMITTEE
Approval Signature Sheet
Records Retention Schedule
Application #931216-04
Sheet 5 of 5

Schedule Number: 94-0024

Effective Date: 08/23/94

Creating Agency: Department of Human Resources
Budget Services/Office of Support Services
Material Management Section
Transportation/Equipment Unit

Series Title: Vehicle Costs and Use Report

Dates Covered: 1990 - [ongoing].

Access: Open.

Disposition
Instructions:

Material Management Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to local holding area, or to State Records Center and
hold four (4) years.

Destroy.


All Other DHR Entities:

Cut off file at end of fiscal year.

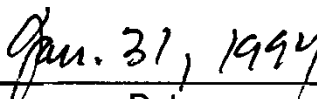
Maintain in current files area until all audits and program
questions have been answered and the file is no longer
needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee



Date